

Creating an ePLACE Account

New Licensees

Visitors to ePLACE must create an account in order to access most system features. Creating an account is quick and easy and allows immediate access to the system. Following are step-by-step instructions for creating an ePLACE account.

Note: You will have the option of registering your account under an individual name or a business name.

1. Accessing the Portal:

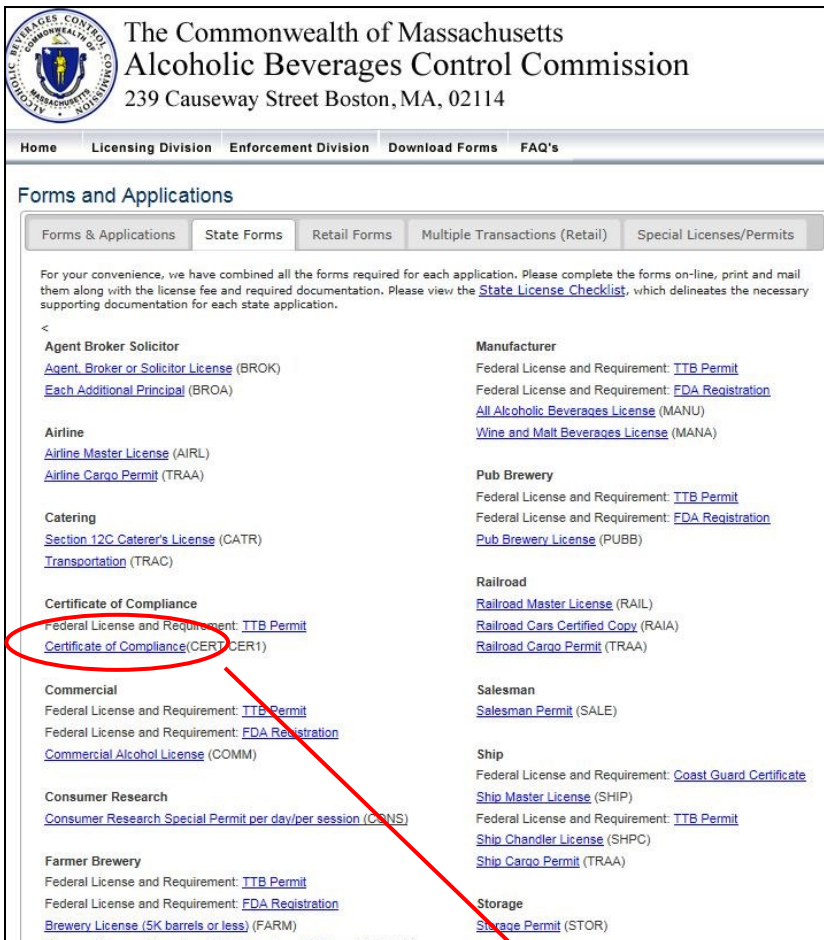
You can navigate to the portal through our website: www.mass.gov/abcc. Once there, click on our **Forms and Applications** page, then select the license type you wish to apply for.

The screenshot shows the official website of the Commonwealth of Massachusetts Alcoholic Beverages Control Commission (ABCC). The header includes the state seal, the commission's name, address (239 Causeway Street Boston, MA, 02114), and a contact number (817-727-3040). A navigation bar contains links for Home, Licensing Division, Enforcement Division, Download Forms, and FAQ's. A search bar is located on the right. The main content area features a grid of buttons for various services: 2016 STATE RENEWALS, FREQUENTLY ASKED QUESTIONS, 2016 Direct Wine Shipper Annual Report, REGULATIONS & DECISIONS, **FORMS & APPLICATIONS** (circled in red), PAY ONLINE, SPECIAL LICENSES & PERMITS, ADVISORIES & GUIDELINES, COMMISSION CALENDAR, CONTACT US, LOCAL LICENSING AUTHORITIES, HOW DO I..., ENFORCEMENT DIVISION, LICENSING DIVISION, PRACTICING BEFORE THE ABCC, SIGN UP FOR EMAIL, ANNUAL REPORTS, RECORD REQUESTS, and OUTREACH ENROLLMENT. A right sidebar contains a 'NEWS AND UPDATES' section with several links and a 'RELATED LINKS' section at the bottom.

Doing so will bring you to a page that lists all required documentation for that specific license type as well as an explanation of the software you will need in order to process your license. At the bottom of the page, you will find the link to the ePLACE portal (see below).

Creating an ePLACE Account

(Accessing the Portal continued)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA, 02114

Home Licensing Division Enforcement Division Download Forms FAQ's

Forms and Applications

Forms & Applications State Forms Retail Forms Multiple Transactions (Retail) Special Licenses/Permits

For your convenience, we have combined all the forms required for each application. Please complete the forms on-line, print and mail them along with the license fee and required documentation. Please view the [State License Checklist](#), which delineates the necessary supporting documentation for each state application.

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Agent Broker Solicitor Agent Broker or Solicitor License (BROK) Each Additional Principal (BROA)	Manufacturer Federal License and Requirement: TTB Permit Federal License and Requirement: FDA Registration All Alcoholic Beverages License (MANU) Wine and Malt Beverages License (MANA)
Airline Airline Master License (AIRL) Airline Cargo Permit (TRAA)	Pub Brewery Federal License and Requirement: TTB Permit Federal License and Requirement: FDA Registration Pub Brewery License (PUBB)
Catering Section 12C Caterer's License (CATR) Transportation (TRAC)	Railroad Railroad Master License (RAIL) Railroad Cars Certified Copy (RAIA) Railroad Cargo Permit (TRAA)
Certificate of Compliance Federal License and Requirement: TTB Permit Certificate of Compliance (CERT/CER1)	Salesman Salesman Permit (SALE)
Commercial Federal License and Requirement: TTB Permit Federal License and Requirement: FDA Registration Commercial Alcohol License (COMM)	Ship Federal License and Requirement: Coast Guard Certificate Ship Master License (SHIP) Federal License and Requirement: TTB Permit Ship Chandler License (SHPC) Ship Cargo Permit (TRAA)
Consumer Research Consumer Research Special Permit per day/per session (CONS)	Storage Storage Permit (STOR)
Farmer Brewery Federal License and Requirement: TTB Permit Federal License and Requirement: FDA Registration Brewery License (5K barrels or less) (FARM)	

Find the license type you are applying for and a new page will open explaining the necessary requirements for that license type.

** Please note, as we are doing a multi-phase rollout of the software, some license types may not be "live" in ePLACE at the time of your application.*

Clicking the link at the bottom of the page will bring you to the ePLACE portal, where you can apply for your license.



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CERTIFICATES OF COMPLIANCE

APPLICATION INFORMATION

Certificates of Compliance: Under 5000 Cases (CERT) \$200.00
Certificates of Compliance: Over 5000 Cases (CER1) \$500.00

The following is a list of documentation you will need to complete your Certificate of Compliance ("COC") application. **Failure to supply any of these documents will result in your application being returned.**

IF YOU ARE A UNITED STATES ENTITY

If you are manufacturer, wholesaler, importer, or producer of alcoholic beverages and will be shipping to Massachusetts from **WITHIN** the United States, the following documentation is required:

1. A copy of your TTB License ([Click here to learn more about importing wine for resale in the US](#))
2. A copy of your FDA registration ([Click here obtain a copy of your FDA registration](#))
3. A copy of your Articles of Organization, issued by your state's governing authority
4. A copy of your liquor license issued by state's governing authority from which you are shipping
5. A copy of your Master Price Posting

IF YOU ARE A FOREIGN ENTITY

If you are a manufacturer, wholesaler, importer, or producer of alcoholic beverages and will be shipping to Massachusetts **directly** from **OUTSIDE** of the United States, the following documentation is required:

1. A copy of your Master Price Posting
2. A copy of your FDA registration ([Click here obtain a copy of your FDA registration](#))

[Click here to apply for a Certificate of Compliance License](#)

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2. Homepage:

Once you arrive at the ePLACE home page, you will see a message welcoming you to the ePLACE Portal.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

Home Manage Licenses & Permits File & Track Complaints

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal

The Commonwealth of Massachusetts is pleased to offer access to many licensing and permitting services online. With this Portal, the Commonwealth hopes to help deliver more efficient, convenient, and interactive e-government services.

Options for Licensees & Applicants:

- Apply for, Renew, or Amend a License or Permit Application
- Make Required Payments Online

Options for Consumers and the General Public:

- Check License Status for a Particular Individual or Business Licensee [here](#)

Login

User Name or E-mail:

Password:

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

3. Register for an Account:

In the grey “Login” box, click **New Users: Register for an Account**.

4. Terms of Use:

Please review the terms of use, click the checkbox: “**I have read and accepted the above terms**” and click **Continue Registration**.

Home Manage Licenses & Permits File & Track Complaints

Account Registration

You must provide the following information to open an account:

User Name and Password
Contact Information
E-mail

Please review and accept the terms below to proceed.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might be disclosed to third parties pursuant to the public records law or other laws.

☐ I have read and accepted the above terms.

Creating an ePLACE Account

5. Log in Information:


Once you have agreed to the terms of use, you will be taken to the **Account Registration Page**.

[Home](#) [Manage Licenses & Permits](#) [File & Track Complaints](#)


Account Registration for the Commonwealth of Massachusetts eLicensing and ePermitting Portal
Enter / Confirm Your Account Information


* indicates a required field.

Login Information


* User Name: 


* E-mail Address:


* Password: 

Password Strength
 [Requirements](#)

* Type Password Again:

* Select a Security Question: 

--Select-- 

* Answer: 

Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

Add New

6. Create Username and Password:

Please complete the **Login Information** section by creating a username and password. You will also be asked to provide an email address. The required fields are denoted by a red asterisk.

The password must contain the following:

- A minimum of 8 characters
- At least 1 upper-case letter
- At least 1 number
- At least 1 special character
- User ID cannot be part of the password.
- Cannot be any of your previous 15 password(s)
- Cannot be a password that you have used previously

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7. Contact Type:

Each account requires information for *at least* one Contact. The contact can either be an individual or an organization. The information provided will be used as the primary contact information for your account and should be kept up-to-date.

Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

Add New

In order to add a contact, please click **Add New** in the Contact Information page and a pop-up window will open. You can choose to register your account as an individual or an organization (business).

* User Name:

abcctestuser

* E-mail Address:

abcctestuser@example.com

* Password:

* Type Password Again:

* Select a Security Question:

Where is your birth place?

* Answer:

Boston

Contact Information

Select Contact Type

*Type: Individual

Continue

Discard Changes

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate two types of contacts with your registration an "Individual" and/or and "Organization".

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

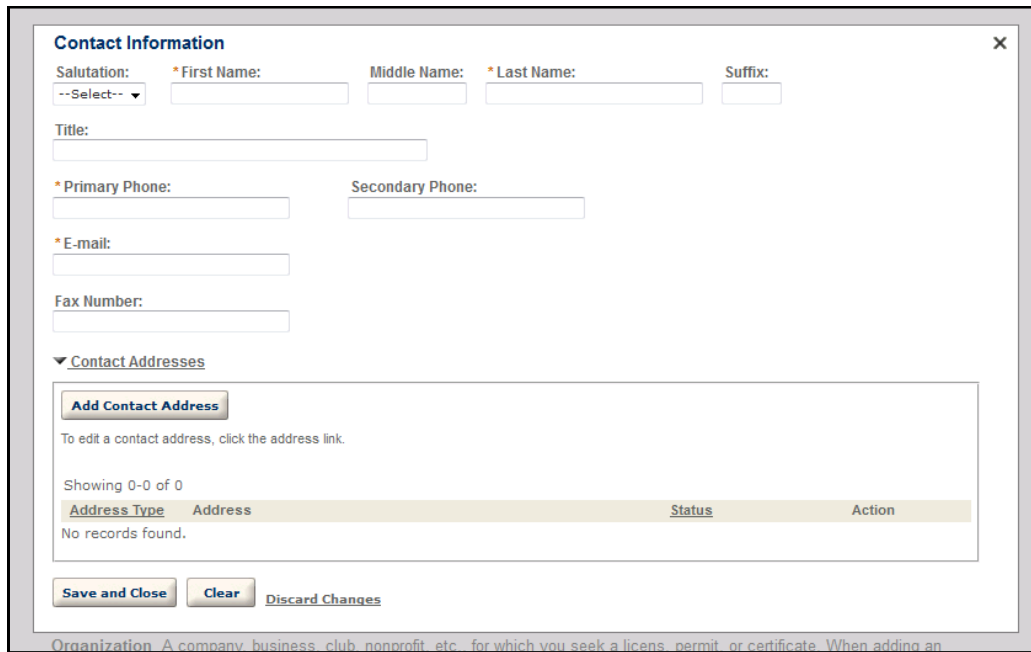
Organization A company, business, club, nonprofit, etc., for which you seek a licens, permit, or certificate. When adding an Organization contact type you will be required to provide a FEIN number.

Select the Contact Type you wish to add and click **Continue**.

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8. Register as an Individual:

Choose “Individual.” The following popup screen will appear. Required fields are indicated with a red asterisk.



Contact Information [X]

Salutation: --Select-- * First Name: Middle Name: * Last Name: Suffix:

Title:

* Primary Phone: Secondary Phone:

* E-mail:

Fax Number:

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

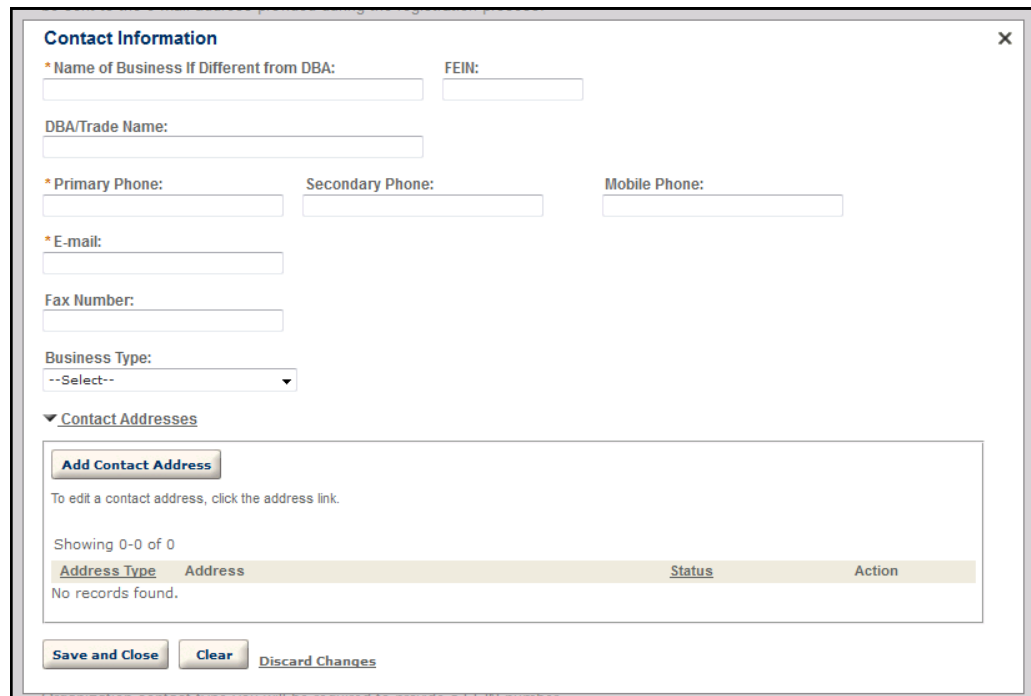
Address Type	Address	Status	Action
No records found.			

[Save and Close](#) [Clear](#) [Discard Changes](#)

Organization: A company, business, club, nonprofit, etc., for which you seek a license, permit, or certificate. When adding an

Register as an Organization:

Choose “Organization.” The following popup screen will appear. Required fields are indicated with a red asterisk.



Contact Information [X]

* Name of Business If Different from DBA: FEIN:

DBA/Trade Name:

* Primary Phone: Secondary Phone: Mobile Phone:

* E-mail:

Fax Number:

Business Type: --Select--

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Address	Status	Action
No records found.			

[Save and Close](#) [Clear](#) [Discard Changes](#)

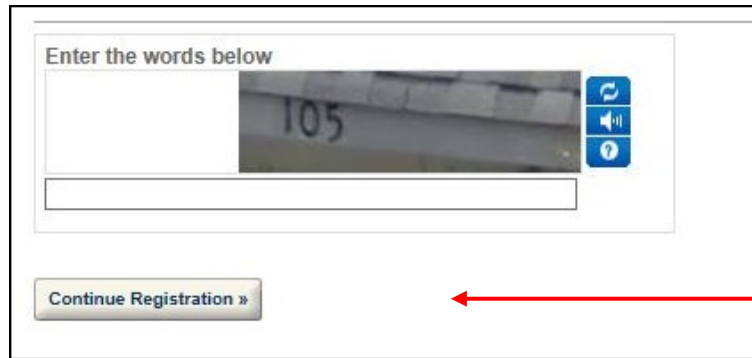
Organization contact type: you will be required to provide a FEIN number

When complete, click **Save and Close**.

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9. Identity Verification:

Once the Contact Information Section has been completed, you will be returned to the Account Registration page. In an effort to reduce the amount of spam sent through the system, you are required to enter this word or phrase to prove you are a human and not a computer. Enter, then click **Continue Registration**.



The image shows a web form for identity verification. At the top, it says "Enter the words below". Below this is a CAPTCHA image showing the number "105" on a license plate. To the right of the image are three small blue icons: a refresh button, a volume icon, and a help icon. Below the CAPTCHA image is a text input field. At the bottom of the form is a button labeled "Continue Registration »". A red arrow points from the right side of the form to the "Continue Registration" button.

10. Congratulations:

Once you have successfully registered an account, you will be notified with the following message: "Congratulations. You have successfully created an account with the Commonwealth of Massachusetts ePLACE. You will receive a confirmation by e-mail."